

Approved
CMPC Facilities & Amenities Subcommittee
Meeting Minutes

Thursday, November 29, 2007

Millennium Room 11

8:00 a.m.

Attendees: Jim Kottas, John Cunningham

Call to Order: 8:10 a.m.

I. Consent Agenda

Cunningham requested a clarification of the 4 additional questions previously agreed to by the subcommittee. Review additional questions to ask the Planning Board.

II. Approval of Minutes

There were no minutes to approve.

III. Review outstanding action items

Outstanding/New Action items:

- sign up subcommittee on various Town Board's agendas – Planning Board, Board of Selectmen done(VW)
- solicit amenities list from Assistant Town Manager – done, see email response (JK)
- list potential adversarial groups – VW to email westfordtaxpayers.org (JC)
- document list of questions/comments for consultant – (JK)
- status of various reports; dept level surveys, long range fiscal policy – done (VW)
- distribute fire study report when available – report not available (VW)
- add consultant "stress points" list to issues list – TBD (JK)
- collect, collate subcommittee responses to discussion questions – in progress (JK)
- type and forward interview responses - in progress (ALL)
- update list of questions – not done (VW)

IV. Discussion Topics

The subcommittee reviewed the proposed Planning Board presentation scheduled for the 3rd of December. Cunningham moved that the presentation be approved and that the large format be used. It was reviewed and the additional questions on sewers, (town-wide or localized), was added. The presentation was approved as modified.

The subcommittee confirmed the upcoming schedule of board presentations: Planning Board on 12/3 and the Board of Selectmen on 12/11. Kottas will be the presenter and all other subcommittee members would take notes.

The subcommittee reviewed the open action items particularly the requirement to update the discussion questions document with those from the issues list (Action J Cunningham) and the requirement to send a copy of the Planning Board presentation to Ross Altobelli by 5:00 P.M. today, November 29, 2007 (Action J Kottas).

V. Next Meeting

Thursday, December 6, 2007, 8 AM, Millennium Room 11.

VI. Adjournment

Cunningham moved to adjourn the meeting at 8:35 a.m.